

JOB DESCRIPTION

Job Title: **CT/ MRI Senior Cross Sectional Radiographer CDC**

Main Place of Work: Quayside CT & MRI Imaging Centre, Quayside House Community Diagnostic Centre, Quay Street Gloucester, Gloucestershire GL1 2YZ, UK. This is not a mobile worker role, however there may be opportunities to work in other locations in the region, for example at Cheltenham Imaging Centre.

Responsible to: CDC Lead Radiographer

Accountable to: Chief Executive

Job Purpose:

Provide professional, caring, high quality CT and MRI scanning services whilst maintaining a high level of professionalism and technical standard of work, complying with relevant Codes of Practice and radiographic technique.

Responsible for the daily operations and delivery of CT and MRI imaging supporting the CDC Lead radiographer to deliver safe and high quality services at the Imaging Centre.

To ensure the privacy, comfort and safety of all patients who attend the MRI service for diagnostic imaging.

Key areas of responsibility will include:

- At all times to maintain a positive partnership with the NHS on behalf of Cobalt and ensure continuity of CT and MRI services in line with Charity values.
- Respond to the clinical requests of the Consultant Radiologists, liaise with multidisciplinary teams at GHT as necessary to ensure continuity of care.
- Assist the CDC Lead radiographer with the organisation and management of day to day scanning lists and maintaining CT and MRI protocols to ensure high quality examinations in accordance with best practice and in a manner that meets professional, departmental and legal standards and requirements.
- To ensure the safe use and maintenance of highly specialist imaging equipment, to adhere to all local CT and MRI safety procedures and to report problems to the Lead Radiographer of the unit.
- To support the Imaging academy in development at the CDC, and train newly qualified CT and MRI radiographers, cross sectional radiographers, CT and MRI trainees, students, radiographic assistants and administrative staff working at this location.

Operational Duties

- Undertake imaging procedures working to set standards and protocols in accordance with best practice and in a manner that meets professional, departmental and legal standards and requirements according to Ionising Radiation (Medical Exposure) Regulations 2017, amendment 2024 (IRMER) and employer procedures, operational policy and procedures, health and safety and risk management.
- To propose changes to practices, procedures and protocols within the department for continuous improvement.

- Provide physical and emotional support to patients throughout their attendance
- To obtain consent and conduct safety checks prior to a patient being administered contrast media and/or drugs specific to their examination.
- Data entry using radiology information systems (RIS), data sharing and checking image transfer is completed using CIMAR and Picture Archive (PACs), Image Exchange Portal (IEP) and other associated information systems ensuring accurate, legible, comprehensive medical records are maintained.
- To assist in the compliance and maintenance of CQC accreditation, and other quality standards such as QSI, ISO. Undertake clinical audits including Health & Safety and Infection Control as directed by the Lead Radiographer of the Unit or clinical manager.
- Responsible for the Quality Assurance checks on ionising radiation equipment, in accordance with the departmental QA programme and report any deviation from expected results to a line manager. Undertake action to rectify the deviation as appropriate and document the action taken in the required log.
- Ensure the safe use and maintenance of highly specialist imaging equipment, to adhere to all local safety procedure and report all equipment faults in accordance with the fault reporting process and liaise with line managers to ensure timely rectification or removal of equipment from service if necessary.
- Ensure a clean, safe and appropriate environment that facilitates the prevention and control of infections in compliance with regulatory requirements.
- To be responsible for the administration of medicines and Gadolinium based contrast agents (GBCAs) in accordance with departmental local rules, patient group directions (PGDs), Cobalt intravenous (IV) cannulation and contrast administration policies and work within a defined scope of practice documented within the IV scheme of work.

Specific Duties

- Have highly specialist knowledge of all CT and MRI specific procedures and the development of imaging protocols and maintenance of scanning databases.
- Support the development of and implementation of workflow/processes improvements in their area within the service.
- Participate in the review of departmental clinical policies, procedures, processes and pathways, liaising with line managers to develop and implement improvement.
- Work as an 'operator' in accordance with the CT and MRI local rules, and justify the MRI scanning protocol and challenge practice if the protocol deviates.
- Manage clinical audits in their area of work, collate data and generate KPI reports with accuracy and attention to detail.
- Liaison with the Infection Control Lead to monitor and maintain environmental and patient equipment cleanliness and complete necessary checklists in accordance with the infection prevention and control program.
- To support the service during external visits by Trust or industry stakeholders including CQC and QSI inspectors.
- Attend clinical team meetings and when requested provide update reports in area of work.
- Supervise clinical induction, CT and MRI safety education and applications training to personnel, including trainees, students, agency or temporary workers.
- Ensures due regard is given to the customs, values and spiritual beliefs of patients and to ensure patients views are sought and considered.
- Maintain up to date and accurate personal CPD records and participate in appraisal and mandatory training.
- Undertake training assessments and feedback to relevant line managers.

Additional Responsibilities

To hold certification to undertake cannulation procedures, supply and administration of contrast media and medicines in line with departmental guidelines and organisational patient group directions (PGDs).

Management of Resources

- Monitor and maintain laundry supplies, clinical consumables, medicines and contrast media, including the resuscitation equipment and maintaining records.
- Responsible for maintaining adequate supplies of stationery and marketing literature on the units.

Line Management

There is no line management responsibility associated with this post. However there is an expectation that this senior position will be responsible for the day to day supervision of rotational radiographers, Trainee radiographers, students, assistants and other junior staff members working as part of their team.

Teamwork

This will involve:

- To work collaboratively with other departments within Cobalt and at GHT.
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff member regarding radiation protection

Personal Development

All Cobalt staff are required to participate in the organisation's annual appraisal review scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

Health and Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

- To be aware of responsibilities for infection prevention and control.
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.
- Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Disclosure and Barring

All appointments are subject to a satisfactory check by the Disclosure and Barring Service. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health

Person Specification

Qualifications and Training	Essential	Desirable
Degree in Diagnostic Radiography or equivalent HCPC recognised qualification	✓	
PGCert or Dip in MRI or Masters in MRI/Radiography/CT		✓
Registered member of Health and Care Professions Council	✓	
College of Radiography IV Cannulation Certificate or equivalent		✓

Knowledge and experience	Essential	Desirable
Demonstrable experience as cross-sectional imaging radiographer covering a wide range of clinical examinations and applications.	✓	
Proven experience in healthcare and patient focussed services	✓	
Awareness of Ionising Radiation Regulations 1999 and IR(ME)R 2000 as updated October 2024.	✓	
Training and management of junior staff members and students	✓	
Knowledge of Clinical Governance and the relevance to practice	✓	
Involvement in quality assurance and experience with audit programmes	✓	
Evidence of continuing personal professional development	✓	

Skills and abilities	Essential	Desirable
Excellent working knowledge of MRI physics in order to manipulate sequence parameters.	✓	
Excellent working knowledge of CT in order to manipulate sequence parameters and protocols to minimise dose.	✓	
Adaptability and ability to modify technique if required in difficult situations.		
Demonstrable team working skills and the ability to work on your own initiative	✓	
An understanding and application of health and safety regulations and infection control policy relating to a healthcare environment	✓	
Confident communicator at all levels	✓	
A high level of IT competency and the ability to gather data, compile complex information and prepare reports	✓	
Ability to analyse and interpret radiographic imaging	✓	
Ability to assess and implement highly specialist imaging procedures, adapting technique and prioritise imaging if required	✓	
Ability to develop, plan and implement goals	✓	

Personal attributes	Essential	Desirable
Ability to prioritise workload and work under minimal supervision	✓	

Flexible temperament towards working hours	✓	
Patience and empathy and the ability to offer reassurance to anxious or distressed patients	✓	
Well organised with excellent interpersonal and communication and literacy skills	✓	
Physical dexterity, co-ordination and sensory skills required for positioning of or handling patients	✓	
Motivated commitment to continuing professional development	✓	